

Equipment-Facilities

Subject: Transferring Federally Funded Vehicles and Equipment Between Agencies.

Information:

Effective October 1, 1988, the Federal Transit Administration (FTA) permits the state to use, manage, and dispose of equipment funded under a Section 5309* (rural), Section 5310, and Section 5311 grant in accordance with state laws and procedures. Under this procedure, a vehicle/equipment funded via these programs may be transferred to another eligible agency, or temporarily to the state, without FTA approval. The Office of Passenger Transportation's Transportation Services Section must be notified when transfers of these vehicles/equipment are made so that their status can be reported to FTA. FTA needs prior notification of vehicle/equipment transfers under an urban Section 5309/5339 or Section 5339 grant because of 13(c) requirements. FTA needs to formally concur with the transfer before the state can proceed.

* Under the MDOT Architectural Project (MAP-21), Section 5309 has been replaced with Section 5339. This procedure applies to both Section 5309 under SAFETEA-LU, and Section 5339 under MAP-21 and the Fixing America's Surface Transportation (FAST) Act.

Actions Needed:

1. Urban Section 5309/5339 and Section 5307 Funded Vehicles and Equipment.

- The original recipient (transferor) must advise their MDOT Project Manager in writing of their desire to transfer the vehicle or equipment. The written notification must include a copy of the original federal grant, FTA's concurrence with the transfer, and MDOT contract or project authorization number under which the vehicles/equipment were acquired, the name of the receiving agency (transferee), a resolution/ordinance authorizing the transfer, a written description of their proposed use, need for the equipment, a resolution/ordinance accepting the vehicles/equipment, and the obligation of the original federal grant and MDOT contract or project authorization.
- As applicable, the transferor will receive and sign a revised MDOT contract or project authorization to reflect the transfer. The transferor may also need to revise the federal grant for FTA's approval or include the description of the transfer in the milestone report submitted to FTA. Contact your FTA Project Manager for details.
- The transferee will receive and sign a new MDOT contract or project authorization to reflect the transfer.

2. Nonurban Section 5309/5339, Section 5310, and Section 5311 Funded Vehicles and Equipment.

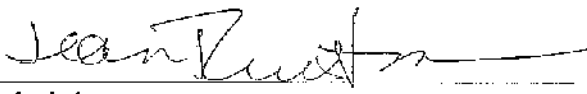
Section 5310 only. In order to be eligible to receive a transfer of Section 5310 funded vehicles/equipment, an agency must be an eligible 5310 recipient. If an agency has never received a Section 5310 grant, they must complete the required application forms and submit them to their MDOT Project Manager.

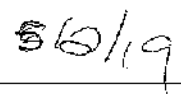
- The transferor must advise their MDOT Project Manager in writing of their desire to transfer the vehicle/equipment. The written notification must include the federal grant number, MDOT contract or project authorization number, and the name of the receiving agency (transferee). The transferee must provide to their MDOT Project Manager a written description of their proposed use and need for the equipment, a resolution/ordinance accepting the vehicles/equipment, and the obligation of the MDOT contract or project authorization.
- The transferor must have a resolution/ordinance authorizing the transfer and submit it to their MDOT Project Manager.
- As applicable, the transferor will receive and sign a revised MDOT contract or project authorization to reflect the transfer.
- The transferee will receive and sign a new MDOT contract or project authorization to reflect the transfer.

The MDOT Program Manager will revise the grant as applicable or inform FTA of the transfer when the progress report for the grant is submitted.

Contact: If you have any questions, please contact your Project Manager.

Approved:


Administrator


Date